

STAFF MEETING  
February 2, 1990  
MINUTES

- I. Minutes of the previous staff meeting were reviewed by the staff.

Corrections from last minutes:

- \* Lillian and Carmelo will be giving a workshop on newsletters, not Sandra or Sheila.
- \* Regarding home visit, Lillian will not be developing a form for documentation.

- II. PROGRAM PICTURES - Wednesday, February 7, 1990  
Each Counselor must bring AT LEAST two students to take pictures for ASPIRA newsletters and El Clarin, for other students review.

- III. ASPIRA LUNCHEON - March 14, 1990

- Counselors must bring two students to participate in this activity:
  - \* most active
  - \* most articulate
- Luncheon will begin at 11:00 am and end at 2:00
- Please submit names of students participating to Blanca by Wednesday February 7, 1990.

NOTE\* Hilda will be sending an invitation letter to the principals.  
Students will be asked to be excused.  
Lunch will be provided for students and counselors.

- IV. E.T.S. Conference

The following are the names of individuals participating in the E.T.S training program in Princeton, New Jersey.

First session February (15-19)	Second session March (19-22)	Third session May ( 6-10 )
1. Phillip Martinez	1. Santiago Jr. Mendez	1. Lirio Del A. San
2. Nancy Vega	2. Yvette Santiago	2. Carmelo Figueroa
3. Angel Quinones	3. Ramona Santiago	3. Sheila Guzman
4. Wanda De Jesus	4. Lillian Claudio-Blum	4. Sandra Dohnert
5. Norma Santiago	5. Rey Cortes	5. Edgardo Cortes

- V. Mid-year Evaluations:

- counselors submit evaluations deadline was January 15, 1990.
- Students from East Side H.S. should evaluate Sandra.
- Students from Good Counsel should evaluate Angel.
- Sheila and Carmelo have been the only counselors

who turned in evaluations.

VI. PLACEMENT REPORTS-

- Please indicate all schools students applied to, if Rutgers which one, e.g. Livingston, Cook., etc.
- How many applications were generated.

VII. Adopt a Family-

- Two home visits a month minimum.

VIII. Recreation Field trips-

- ASPIRA will not be accountable for students who are injured.
- ASPIRA's insurance policy does not cover students. STUDENTS ARE NOT INSURED THROUGH ASPIRA! Therefore, agency will not pick up tab in case of injury.

MOTION: Reinaldo stated that all field trips be postponed until matters pertaining to ASPIRA's student insurance policy be attended to accordingly.

Roberto suggest, all staff write a memo to Hilda and Board of Directors, expressing their concerns over the student insurance policy.

VIII. Newsletter:

- Lillian and Carmelo will be giving a workshop to staff.
- Newsletter workshop Friday, February 9, 1990.

VIII. FIELD TRIPS

- should be arranged through schools on your own, do not go through Roberto. Roberto should be aware of field trips.

X. PRE-COLLEGE PROGRAM-

- \* Sheila and Angel will have a workshop in the Essex County Office on February 28, 1990 at 3:15.
- \* pre-college program grades 6 thru 11  
Iliena Almaguar - E.O.F. Counselor, St. Peter's College  
Jose Barreira - ESL. Counselor, Essex County Vocational school.
- \* Brochures and Information will be provided for all Counselors.
- \* Parents are also invited to attend.
- \* Applications will also be available.
- \* Each Counselor should recruit at least five students.
- \* Two letters will be sent in Spanish / English,
- \* Refreshments will be served.

XI. Math & Science Conference Feedback:

- \* Staff Evaluations
- \* Roberto's Feedback
  - Lack of Team Effort
  - Task should be delegated to everyone
  - take initiative to delegate responsibility
  - use conference planner
  - supervision of students by ALL STAFF
  - staff should be supplied with visual outline of area ahead of time.
  - focus on students who are generally interested in activity

XII. Health Careers Conference

- will not take place at W.P.C.
- tentative conference will take place at UMDNJ, Dentistry School
- Date Tentative Friday March 16, 1990,
- Target students who are generally interested in health careers

XIII. Unit Update

Phillip: was planning field trip to Rutgers. However, now cancelled due to insurance problem.

Valentines day party date unknown.

Public Policy: Rey Cortes,  
There are four meetings left for first phrase of public policy.

Math & Science: Sandra had planned a trip to Rutgers University, and Museum of Natural History however, cancelled due to insurance problem.

- \* Two presentations scheduled
  - Time Management
  - Careers in Engineering

Leadership Development: Carmelo

- \* Angel and Sheila Pre-College Workshop.
- \* Trip to New York cancelled due to insurance problem.
- \* Carmelo fundraising activities

XIIII. NEW PROGRAM (Academic Achievement)

- \* Counselors should reach out to students who are:
  - diliguent
  - truency attendance problem
- \* CONVENIENT HOUSE
  - No staff should walk through their hallway, please walk around the front.
- \* HAHE
  - Will be having a conference at Atlantic City on March 7th thru March 9th, at Trump Plaza.

XV. ADJOURNMENT